

## OFFICE OF THE PRINCIPAL DISTRICT &amp; SESSIONS JUDGE (HQs): DELHI

## CIRCULAR

This is in continuation to this office earlier circulars whereby the Stenographers, Sr. Judicial Assistants and Judicial Assistants who had verified their credentials and uploaded the requisite documents were directed to cooperate in process of DSC with service provider.

In order to streamline the process and expedite verification, eKYC link has been generated and has already been sent on the respective official email IDs for verification process, all concerned are requested to follow the below mentioned steps for completing the entire process:

- Step 1. Click on the eKYC link received via email. A page will open – click on verify
- Step 2. The first OTP will be generated and sent to the applicant's email. Enter the OTP received.
- Step 3. Enter the PIN: 123456, and proceed with verification.
- Step 4. A second OTP will be sent to the applicant's mobile number.
- Step 5. Enter the OTP received on the mobile device and proceed.
- Step 6. The video verification link page will appear. Choose to record the video
- Step 7. During the video verification, the applicant must read the provided script and code, and upload the following documents one by one:

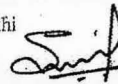
Original Govt ID

Original PAN card

Authorization letter (copy attached)

All the Sr. JA/Sr. PA/PA/JAs are further directed to complete the above procedure for OTP verification and uploading of video through link within seven days positively. In case of any assistance, please feel free to contact concerned Computer Branch of respective district.

This issues with the approval of Ld. Principal District & Sessions Judge (HQs), Delhi



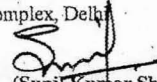
(Sunil Kumar Sharma)  
Chairman, IT & Digitization/  
Centralized Computer Committee (Officiating)  
Delhi District Courts, Delhi

Ref. No. 18154 - 18854 /Comp./LAYERS/DSC/THC/2024

Dated 11 MAR 2024

Copy forwarded for information and necessary action to:

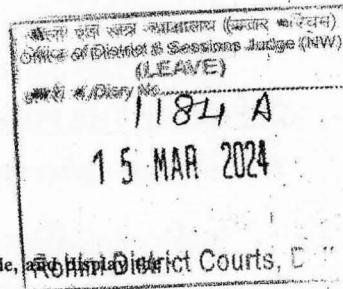
1. Ld. Principal District & Sessions Judges of all districts (except Central and West District) for information with a request to convey the directions to all the Stenographers/Sr. Judicial Assistants/Judicial Assistants posted in the respective district/court complex for compliance of the directions within the stipulated period.
2. Ld. Registrar, Hon'ble High Court of Delhi, New Delhi.
3. Ld. Joint Registrar (Judicial)/Central Project Coordinator (CPC), Hon'ble High Court of Delhi.
4. All Judicial Officers holding courts functioning in Central and West District, Tis Hazari Courts Complex, Delhi with a request to convey the directions to the Stenographers/Sr. Judicial Assistants/Judicial Assistants posted in the respective court for compliance of the directions and to submit the compliance report within seven days positively to the Computer Branch, Central, Tis Hazari Courts.
5. All the Stenographers/Sr. Judicial Assistants/Judicial Assistants on deputation/diverted capacity for compliance and to submit the compliance report within seven days positively to the Computer Branch, Central, Tis Hazari Courts.
6. The Officer In-Charge (Computers) of all districts/court complexes, Delhi/New Delhi.
7. The AOJ/Branch In-Charge of all branches functioning in Central and West District, Tis Hazari Courts Complex, Delhi with a request to convey the directions to the Stenographers/Sr. Judicial Assistants/Judicial Assistants posted in the respective branch for compliance of the directions and to submit the compliance report within seven days positively to the Computer Branch, Central, Tis Hazari Courts.
8. The AOJ/Branch In-Charge (Computers) of respective district/court complex with a request to convey the directions to the Stenographers/Sr. Judicial Assistants/Judicial Assistants posted in the respective district/court complex for compliance of the directions, assist the officials in creation of DSCs and to submit the compliance report within ten days positively.
9. The Branch In-Charge, IT Cell- Delhi District Courts, Tis Hazari Courts, Delhi.
10. Dealing Official, Website Committee for uploading of circular on the official website.
11. Dealing Officials-LAYERS, Computer Branch, Room No. 207, Tis Hazari Court Complex, Delhi



(Sunil Kumar Sharma)  
Chairman, IT & Digitization/  
Centralized Computer Committee (Officiating)  
Delhi District Courts, Delhi

Seen, OIC Admin to  
circulate among all  
SJAJA.  
✓

W.P.D. S/JNW/Officiating



**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (Hqs) : DELHI**

**Authorization Letter for Applying Digital Signature Certificate with XtraTrust CA.**

Date: 01.03.2024

To,

XtraTrust Digisign Pvt. Ltd.

I hereby authorize **3137 Officials as per the attached list of 3137 employees** to apply for digital Signature Certificate" on behalf of our organization **O/o Principal District & Sessions Judge (Hqs), Delhi.**

I have understood & accepted the requirements of eSign/DSC issuance under provisions of Information Technology Act, and have acted in line with these requirements. I have enclosed my ID card /identity letter issued by the organization as a Proof of association with the organization.

Name **Rajinder Singh Yadav**

Designation **Senior Judicial Assistant/In-charge (Computers)**

Identity Details ID Card No. 3129, Employee Code 1523

Organization contact number 9899338200

Place **O/o Principal District & Sessions Judge (Hqs), Tis Hazari Courts, Delhi**

Website, if any **delhidistrictcourts.nic.in**

Signature:  (Seal & Stamp)

**Rajinder Singh Yadav,  
In-charge (Computers),  
Tis Hazari Courts, Delhi**

Date: 01.03.2024

**XtraTip : Enclosed: ID card of Authorized signatory /identity letter issued by the Government as a proof of individual's association with Organisation.**

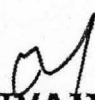
**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE**  
**NORTH-WEST DISTRICT ROHINI COURTS, DELHI**

No.F1(1)/Cir./Admn.(N/W)/RC/2024/ 8961 — 9031

Date: 16/03/2024

**Copy forwarded for information and necessary action to:-**

1. All Ld. Judicial Officer(s) posted in North West District, Rohini Courts Complex, Delhi with request to bring the contents of the circular to the knowledge of all staff members concerned posted under their kind control.
2. All the Branch In-Charge(s), North-West District, Rohini Courts, Delhi with request to bring the contents of the circular to the knowledge of all staff members concerned posted under their kind control.
3. The PS to Ld. Principal District & Sessions Judge, North-West District, Rohini Court, Delhi.
4. The Branch In-Charge, Computer Branch, Rohini Courts, Delhi for uploading on the official website of this office.
5. The Record Officer, North-West District, Rohini Courts, Delhi.
6. The Dealing clerk in R&I Branch, Rohini Courts, Delhi for uploading on LAYERS.

  
**(SHIVAJI ANAND)**  
Officer In-Charge (Link)  
Administration Branch- I & II  
North-West District  
Rohini Courts, Delhi